



Surplus Property Report

Section I. To be Completed by Property Management Agent

Date:	Project Title	Sheet No.
From: Real Estate Services Manager		IC No.
To: Assistant Director, Real Estate Services Property Management Program	Property Location	Land Area
The attached Memorandum dated _____ by the Region Administrator recommends approval for disposal. Determination for disposal is requested.		Assessor's Tax Parcel No.

Section II. To be Completed by OSC Property Management

Negotiation Range:	\$	<input type="text"/>	to	\$	<input type="text"/>
Value for Auction Purposes:	\$	<input type="text"/>			
Comments:					
Disposal Priorities:					
A.					
B.					
C.					
D.					

				Disposal Manager, Real Estate Services	

				Date	

Section III. To be Completed by OSC Management

I hereby declare subject property SURPLUS to the department's needs subject to the following conditions:	
A.	
B.	
C.	
By: _____	
Assistant Director, Real Estate Services	
Property Management Program	

Date	

☐ *An appraisal of the subject property is attached.*